

United States Bankruptcy Court
Northern District of Illinois
Effective January 3, 2005

Media Requirements for Commencement of Bankruptcy cases and Adversary proceedings

1. All petitions, lists, schedules and statements not filed via the internet must be submitted on a 3.5-inch diskette, CDROM or DVD in PDF format, except for matrices which must still be in text format.
2. Documents must not exceed 2 megabytes in size. Documents greater than 2 megabytes must be broken down into multiple .pdf files, none exceeding the 2 megabyte limit.
3. All bankruptcy petitions, schedules, statement of financial affairs and lists normally filed with a case must be tagged with bookmarks generated by PDF software using Adobe Acrobat®, to permit navigation to the following locations by clicking on the bookmarks:

Petition
Summary of Schedules
Schedule A Real Property
Schedule B Personal Property
Schedule C Exemptions
Schedule D Secured Claims
Schedule E Priority Claims
Schedule F Unsecured Claims
Schedule G Executory Contracts
Schedule H CoDebtor
Schedule I Income
Schedule J Expenses
Statement of Financial Affairs
Debtor Attorney Compensation
Chapter 7 Individual Debtor's Statement of Intention

The bookmarks shall be named the same as the locations specified above.

4. Media must be submitted with a label that contains the case name, attorney name and telephone number, and the number of creditors. Media must be labeled in a manner that will not damage the media.
5. Only one case per diskette, CDROM or DVD.
6. Petitions, lists, schedules and statements should be saved on diskette, CD-ROM or DVD using the following naming format:

A. For new Bankruptcy and Adversary cases the filename should contain the Debtor's or Plaintiff's name and a description of the document. For example:

john_doe_petition.pdf

B. Each document listed shall be filed as a separate PDF file using the following naming format:

john_doe_declaration.pdf
john_doe_ch13plan.pdf
john_doe_matrix.txt
john_doe_complaint.pdf
john_doe_adv_cover.pdf
john_doe_adv_summons.pdf

7. A paper copy of the document(s) shall be submitted along with the diskette. This paper copy will be stamped received returned to the filer with a label that contains the case information, i.e. case number, judge, trustee, hearing date, etc.